

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory fire department position, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing those specific fire department functions assigned by the Chief. The employee of this class performs the duties of the Fire Chief in the chief's absence and supervises all subordinate department employees. The Assistant Fire Chief performs public relations functions, provides for the production and maintenance of department records and reports, and assists with the financial management of the department. The employee of this class takes command of emergency scene operations until relieved by the Fire Chief. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of Fire Chief in the absence of the chief. Manages the operation of one or more assigned fire department divisions or functions. Sets management policies, goals, and objectives for the department or an assigned function or division. Participates in the planning for programs and activities of the department. Assists in determining how the department should be organized, including number of operating units and distribution of such units. Observes the operations of the department, evaluates the effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Investigates complaints against department personnel and makes a recommendation for action to be taken.

Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in department operations which will help the city improve ISO ratings. Keeps informed on local trends that may affect the fire service when attending meetings, conferences, conventions, and other educational meetings. Maintains promotional eligibility lists and interviews prospective employees. Makes recommendations for hiring in accordance with civil service law.

Manages the accounting for the money and assets of the fire department. Gathers and organizes the data needed to compile

the budget. Prepares and submits the departmental operating budget to the Fire Chief. Prepares expenditure estimates and authorizes the expenditure of department funds, making sure that such expenditures are in accordance with the budget. Prepares payroll records. Purchases equipment and supplies, keeping such purchases within the established budget.

Assists in making decisions concerning what information should be included in all records of the department and in determining in what form this information should be kept. Supervises the preparation and maintenance of all department records and reports such as personnel records, records of activity, inventory records, or any others which may be required. Compiles and analyzes data needed for reports. Completes forms and records, and writes reports required to document the operation of the department, including LFIRS reports and requests for grants or other special funds.

Works with firefighters' labor unions and other unions whose operations affect the careers of the fire department personnel. Coordinates special projects to enhance the public image of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department.

Supervises subordinate fire department employees by assigning work schedules, reviewing reports written by subordinates and providing assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Oversees and evaluates work performance of subordinates, writes employee evaluation reports and discusses work performance with subordinates and superiors. Holds meetings for the purpose of receiving reports and disseminating information. Maintains discipline by counseling employees and recommending disciplinary action to the appointing authority.

Directs emergency scene activities performing duties such as size-up and overseeing safety precautions, and supervising subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, use of sprinkler and standpipe systems, use of water supplies, and salvage and overhaul. Directs subordinates in the handling of emergencies involving hazardous materials. Maintains fire ground communications.

Assists in developing a training program for the department and in insuring that the program is properly staffed and supplied with resources. Evaluates training needs of the department and recommends outside training to meet these needs when necessary. Conducts training in pre-fire planning.

Provides for the security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required.

Manages the care and maintenance of department firefighting apparatus and equipment, vehicles, communications equipment, and other specialized equipment and property. Arranges for repairs and inspects equipment after repairs to see that these were properly accomplished. Writes specifications for new fire department equipment and prepares these for public bids. Meets with sales representatives to review products and makes recommendations on major purchases for the department. Orders and disburses supplies and equipment.

Performs any related duties assigned

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of District Fire Chief with at least one (1) year in the class with the department immediately preceding closing date for application to the board.

BK	03-02-82
Rev	04-01-91
	11-15-94
	08-30-00
	04-11-07